

CORRECTED COPY

OFFICE OF THE ADJUTANT GENERAL
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6008 OR DSN: 496-6008

POSITION VACANCY ANNOUNCEMENT # **05-064** OPENING DATE: **17 February 2005** CLOSING DATE: **OPEN**

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: XX ARMY NATIONAL GUARD AIR NATIONAL GUARD

POSITION TITLE: RECRUITING & RETENTION NCO HIGHEST GRADE AUTHORIZED SFC/E7

ORGANIZATION AND LOCATION: VARIOUS LOCATIONS IN MARYLAND

SALARY: Full Military Pay and Allowances IAW rank and longevity

WHO MAY APPLY: OPEN TO TRADITIONAL GUARDSMEN AND CURRENT AGR MEMBERS IN THE MARYLAND ARMY NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP (GRADES E4 THRU E7 OPEN TO FEMALES)

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATION:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none">1. Must meet physical standards of AR 600-9 and AR 135-18, Table 2-1.2. Must be on-board member of the Maryland Army National Guard.3. Must not be under current suspension of favorable personnel actions.4. Applicants must not be entitled to receive Federal military retired or retainer pay.5. Must be able to serve at least five good years in active status prior to mandatory removal.6. Personnel applying for an (initial tour) with thirteen (13) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour.7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation.8. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program.	<ol style="list-style-type: none">1. Must meet entry requirements of AR 135-18.2. Must be medically qualified under AR 40-501, Chap 2 and 4 or 5, as applicable within 18 months prior to initial entry. Selectee must be medically certified as drug free, be tested for HIV within 6 months of initial entry and not be pregnant. Female soldiers will be required to undergo a pregnancy test 30 days prior to initial entry.3. Officer/Warrant Officers must possess MOS/AOC compatible with AGR position and be within the grade requirements of MTOE/TDA positions and NGB staffing guide for initial entry.4. Enlisted soldiers in grades E6 and above must possess the required MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1(G) 2a. SSG who are not MOSQ Qualified may apply, (unless job stipulates otherwise), but must take reduction to SGT and submit letter with application stating they are willing to take a grade reduction to SGT.	<ol style="list-style-type: none">1. Must meet requirements of AR 135-18 and NGR 600-5.2. ARNG/ARNGUS soldiers must possess MOS/AOC of the AGR duty position or be able to qualify in that MOS/AOC with 12 months.3. Failure to qualify in AGR duty position MOS/AOC within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5.4. Must be within grade requirements of MTOE/TDA position and NGB staffing guide.

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DESCRIPTION OF DUTIES: Responsible for assisting unit in their plans and programs to enlist quality individuals. Interviews and counsels prospective enlistees. Gathers individual data and prepares forms and documents incidental to enlistment processing. Maintains prospect data and files. Establishes and maintains contacts with school officials, public officials, and religious and civic leaders and groups. Presents formal and informal talks on advantages of the Army National Guard to civic and service organizations and student bodies. Distributes and displays recruiting publicity material. Performs other duties as assigned.

QUALIFICATIONS REQUIRED: MOS 79T. Applicant must have a valid state driver's license and High School Diploma or GED. Must have an Aptitude Score in the ST field of 100 or higher and GT of 110 or higher. Must have basic computer skills. Must be able to operate equipment and vehicles organic to unit of assignment. Must have or be able to obtain a **SECRET** security clearance. Applicant must possess potential to perform required duties and become MOS qualified within 12 months if selected for the position. Applicant must meet basic entry eligibility requirements for the AGR program IAW NGR 600-5. Must meet the physical demands rating and qualifications for award of 79T MOS IAW AR 611-201.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. **Existing MDARNG STAP promotion policies apply.**
3. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
4. You must have at least 3 years remaining on current enlistment on the first day of the initial tour. Applicants must re-enlist or extend in order to meet this requirement.
5. On board AGR soldiers who do not become qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
6. All AGR soldiers will sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.
7. Soldiers in pay grade E7 must understand that they will not be eligible for consideration for promotion to pay grade E8 until they have obtained a minimum of 3 years of Recruiting and Retention experience, be awarded the Master Recruiting Badge and be awarded the MOS 79T.
8. Soldiers that are not MOSQ will maintain their primary MOS and be awarded a SQI 4 until they meet the requirements to for award of MOS 79T.
9. Soldiers that fail to maintain a SECRET security clearance will be terminated IAW NGR (AR) 600-5

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

1. NGB Form 34-1, signed, dated and annotated with job number.
2. Physical date on PQR must be with in 5 years. Selected individual may be required to undergo a Chapter 3 physical.
3. Signed certified copy of DA **Form 2-1** and PQR from Personnel Service Branch.
4. Five latest NCOER's or letter of recommendation/performance evaluation on individuals not requiring an NCOER.
5. Personal photograph in Class A uniform (E5 and below). E-6 and above current DA photo in Class A uniform.
6. All soldiers must meet current HT/WT Standards IAW AR 600-9. Provide Tape Test DA Form 5500 (Males), DA Form 5501 (Females) if required.
7. Copy of latest APFT (DA Fm 705), not more than 6 months old for current AGR members and 12 months for traditional members.
8. **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
 - a. NGB Form 23A (RPAS Retirement Points from SIDPERS)
 - b. DD Form 214's
9. Forward application and attachments to:

Office of The Adjutant General
ATTN: MDARNG-HRO-AGR
MSG Plummer
Fifth Regiment Armory
Baltimore, MD 21201-2288

Application screening will be made without regard to race, religion, color, gender, or national origin.

Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.

Selection criteria is based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.

Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-100 for Officer, NGR 600-101 for Warrant Officers and NGR 600-200 for Enlisted.

NOTE: Include the Job Number and Job Title on your application.

BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED